

For DCS Office Use Only

Self-Help # _____
Total Project Cost: _____
Reimbursement Rate: _____ %
Grant Request: _____
Approval Date: _____

Due Tuesday, August 1, 2006 by 3PM

**CONSERVATION LAND ACQUISITION PROJECT: Massachusetts Self-Help Program
APPLICATION FORM –FY07 ANNUAL GRANT ROUND**

Program Regulation Reminder: IT IS UNDERSTOOD THAT ANY PROPERTY ACQUIRED WITH SELF-HELP GRANT ASSISTANCE IS OPEN TO ALL CITIZENS OF THE COMMONWEALTH, AND THAT NO MAJOR ALTERATION OF THIS PROPERTY, OR CHANGES IN THE PROPOSED USES CAN TAKE PLACE WITHOUT THE PRIOR APPROVAL OF THE SECRETARY OF THE EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS, AND POSSIBLY THE GENERAL COURT.

All properties for which grant assistance is provided must be open to the general public (not residents only) for appropriate recreational use and must be protected open space under Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, dedicated to conservation use in accordance with M.G.L. Chapter 40, §8c.

Eligibility – communities must:

1. *Have an approved or draft Open Space and Recreation Plan on file with the Division of Conservation Services (if a draft is submitted, a condition of final payment will be to obtain DCS approval of the final report);*
 2. *Have no unresolved "parkland" conversion issues with the Executive Office of Environmental Affairs; and*
- ❖ Several landholdings in a single, contiguous tract may be packaged into one application. Unrelated, separate landholdings must be submitted as individual applications.
 - ❖ DCS will host a "How-To" workshop on Wednesday, May 10, 2006 from 10am to 12 noon in Boston at 100 Cambridge Street, Conference Room D, Second Floor. RSVP at (617) 626-1011, or contact Nicole.Sicard@state.ma.us. Both the workshop presentation and answers to questions received prior to June 30, 2006 will be posted on the DCS website.

Once the Open Question Period is closed, DCS staff cannot provide project specific technical assistance.

SUBMITTING APPLICATIONS:

All Applications are due no later than 3:00 p.m. on Tuesday, August 1, 2006. Any Application received after the deadline will be rejected. A postmark will NOT be accepted for verification of date of submission. Applications will NOT be accepted by fax machine or electronic mail. One original and two (2) copies of the Application must be submitted to:

Jennifer Soper
Executive Office of Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Only the original submission must be provided in hard copy format and include the appraisal report(s). The copies of the Application may be submitted as one concise document (including maps) in digital format compatible with Microsoft Office 2000 or Adobe Acrobat, and no additional copies of the appraisal report(s) are required. Applicants considering delivering documents to EOEa by hand are reminded that Boston is experiencing significant construction in the Government Center area and travel delays should be anticipated. Please allow plenty of time for travel into and out of the city. Applications will be accepted PRIOR to the deadline.

A complete application package contains the following documents. Each document contains important information on the application and the grant program in general. Be sure to read the entire package prior to applying for grant funding.

- ◆ Secretary's Announcement Letter
- ◆ DCS Director's Memo to Prospective Applicants
- ◆ Conservation Land Acquisition Projects Application Step Procedures
- ◆ Conservation Land Acquisition Projects Application Form
- ◆ Conservation Land Acquisition Project Selection System
- ◆ Sample Municipal Vote
- ◆ Appraisal Report Guidelines
- ◆ Program Regulations

Grant Award Schedule:

| | |
|------------------------------|--|
| Application Release Date: | March 31, 2006 |
| Workshop Date: | May 10, 2006 |
| End of Open Question Period: | June 30, 2006 |
| Application Deadline: | August 1, 2006 |
| Site Inspections: | August and September 2006 |
| Award Announcement: | Anticipated announcement on or about 60 days from Application Deadline |
| Project Completion: | June 30, 2007 |

CONSERVATION LAND ACQUISITION PROJECT APPLICATION FORM FY2007**1. Applicant Information****Municipality:****Project Name:****Project Acreage:****Present Ownership Information**

Name:

Address:

Assessor's Sheet Number:

Lot Number:

County:

Watershed:

2. Acquisition Details:

DCS calculates the grant award based on the total project cost based on the approved appraised value, or actual purchase price, whichever is less. The maximum grant award available is \$500,000.00. The reimbursement rate is available online.

Policy Change Now in Effect: DCS cannot reimburse for lands purchased prior to the start date on a state standard contract, in accordance with state procurement law. Therefore, DCS can no longer issue permission to proceed on an acquisition prior to project selection. The community must not purchase the land until a state standard contract is signed by both EOEA and the community.

Total Project Cost: \$

Reimbursement Rate (confirmed with DCS): %

Grant Request: \$

Note that if clear title is not available, the town may decide to acquire the property by a friendly taking (eminent domain) process to clear the title. It is best to know if there is a potential title problem as soon as possible since this can complicate the acquisition process.

Negotiated Sale: **Yes** **No**Do you have a Purchase and Sales Agreement or Agreed Price? **Yes** **No**

If yes, Amount: \$

Is Clear Title available? **Yes** **No**If no, is an eminent domain taking anticipated? **Yes** **No**

If yes, proposed pro tanto award amount: \$

Appraisal Report #1

Valuation: \$

Appraiser:

Valuation Date:

Appraisal Report #2 – if land valued at over \$500,000

Valuation: \$

Appraiser:

Valuation Date:

Attach a one page description of the proposed project budget including:

- The source of all local funding including donations, Community Preservation Act, or Cape Cod Land Bank Act funds.
- Description of the details of any donation, if applicable. Such funds should be gifted to the community and earmarked for the project.
- Description of any other sources of funding including federal, state, municipal or nonprofit organizations. List these partners and describe their contribution. Not all sources of state and federal funds are compatible with every DCS grant program.

3. Project Description

Describe purpose of acquisition and proposed use in a *one page attachment*. Use the Conservation Land Acquisition Project Rating System as an outline for the description to ensure the maximum score possible for your Project. Use this opportunity to describe only the project quality: its natural resource values and importance to the community's overall conservation goals as described in the rating system. Describe the Cover (Forest, Open, Wetland, Water, Agricultural Use); Topography (Flat, Rolling, Hilly, Mountain); and Waterfront in linear feet (Ocean, Lake, River, Stream). Be sure to include information on water resources, green infrastructure, biodiversity and resource protection, intended use of the property, and joint or cooperative efforts with other agencies or organizations. Do not comment on the community's demographic score, Commonwealth Capital Score, or assign a score to your own project.

Provide a USGS topographic map with an outline of the Project boundary. Include the location, ownership and acreage of other public or quasi-public open space abutting, or close to, the Project on the topographic map (see Recommended Attachment #2).

Access to the Property: Does Property have frontage on a street? **Yes** **No**

If *yes*, list name of street(s):

If *no*, describe how the public can access the property through adjacent landholdings. Self-Help funds are used to purchase land for conservation and public passive recreational use. Properties that do not have suitable access cannot be considered for funding.

Zoning, Present Use, and Past Use(s) of the Property. Note that if contamination is suspected, funding will be contingent upon proper mediation of the site, as determined through a Site Assessment, and the appraiser(s) should also address the issue in their evaluation.

Are there Buildings or Structures on the Property? **Yes** **No**

If *yes*, list each one estimating value and current use, as well as intended use should this project be funded. The Self-Help Program is intended to preserve undeveloped land, not to purchase buildings. If the building is not to be used for conservation purposes, it is not eligible for Self-Help funding and its value should be deleted from the subject property.

Indicate any Current or Proposed Restrictions on the Property (zoning restrictions, deed restrictions, conservation restrictions, rights-of-way, etc.).

4. Municipal Open Space and Recreation Plan and *Masachusetts Outdoors 2000!*

Describe how your Project meets the recommendations in your current Open Space and Recreation Plan and cite the page number references to your plan. If we already have a copy of your plan, there is no need to submit another copy. Comment on how the project meets the regional demand for recreation based on *Massachusetts Outdoors 2000!*: "Inferred Need for New Recreational Areas" under Chapter 5: The Regional Perspective. <http://www.mass.gov/envir/dcs/global/publications.htm>.

5. Town Meeting or City Council Approval.

Submit certified copy of the vote, or draft language. Vote must conform to sample vote language criteria, available online from DCS.

Does your project have an affirmative town meeting vote or city council approval? **Yes** **No**

If not, what is the date for the vote?

6. Commonwealth Capital Application

In order to encourage municipalities to implement land use practices that are consistent with Smart Growth, the Romney Administration has implemented an incentive policy known as Commonwealth Capital for discretionary grant programs. The project rating systems for the Self-Help and Urban Self-Help programs have been modified to reflect a municipality's Commonwealth Capital Score. In order to receive a Commonwealth Capital Score, municipalities must apply directly to the Office for Commonwealth Development (OCD). Communities may submit their FY06 Commonwealth Capital Score, or complete an application online at <http://www.mass.gov/ocd/comcap.html>.

Have you applied for a Commonwealth Capital Score? **Yes** **No** **Submitted FY06 Score**

7. Signatures

Attach community's legal authority to apply for the grant, and the Chief Executive Officer's legal authorization to execute contracts. This is a resolution, motion or similar action that has been duly adopted or passed as an official act of the community's governing body which authorizes the filing of the application, including all understandings and assurances contained therein.

By _____ Date: _____
Chief Executive Officer Type Official's Name

Conservation Commission Members (Other town agencies or boards are not eligible for Self-Help funds.)

| Signature | Printed Name | Address |
|-----------|--------------|---------|
| | <i>Chair</i> | |
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8. Project Manager

Attach authorization from the Chief Executive Officer identifying the individual named below who acts as the official representative of the community in connection with this application. The Project Manager will coordinate all aspects of the acquisition: from application to reimbursement should the application be successful. Ideal candidate will have access to the city or town's Chief Executive Officer, Conservation Commission, Municipal Counsel, and Municipal Treasurer.

Name:

Affiliation with Municipality

Address at City or Town Hall:

Daytime Phone Number:

Fax Number:

E-mail address:

Date Prepared:

ATTACHMENTS – use this as a checklist and please label attachments.

REQUIRED

1. Project Description and Budget Details.

2. **Municipal Open Space and Recreation Plan**, if not already on file at DCS. Plans are approved by DCS for up to five years of eligibility in DCS grant programs. A draft plan is also acceptable if submitted on or before August 1, 2006, however the plan must be approved by DCS prior to payment of the grant award.
3. **Appraisal report(s)** as required by DCS.

STRONGLY RECOMMENDED

1. **A Cover Letter** on Conservation Commission letterhead that, at a minimum, identifies or discusses the specific parcel(s) of land to be acquired; a clear statement of the parcel(s)'s importance to the community's natural resource protection needs; any partnerships, financial or otherwise, formed to facilitate the acquisition and/or long-term protection of the parcel(s); and a detailed project schedule.
2. **USGS topographic map** showing project boundary and relationship to other public or quasi-public open space properties nearby. Show current use of adjacent lands and give ownership information if land is protected open space. If contiguous lands are under public ownership, identify agency and use. This map will serve as a locus map for site inspection by DCS staff. *This is one of the most essential attachments – please do a thorough job!*
3. **Plot plan or survey map** showing the project boundary. The project area must be shown in enough detail to be legally sufficient to identify the lands to be protected. One of the following methods must be used.
 - Registered survey plan with deed references
 - Assessor's map with block and lot number
4. Sufficient materials that will allow **MassGIS** to create an accurate digital representation of the proposed site. These materials include either 1.) a USGS topological map or copy (including the name & date of the quad) with the site accurately drawn on it, with a copy of the site plan and/or a survey plan if available **or** 2.) a printout of the digital representation of the site on a USGS topological map background and a note indicating that the digital representation of the site has been emailed to dominique.pahlavan@state.ma.us in appropriate format (Massachusetts State Plane Meters NAD1983 Datum) with a subject line that includes the words "Self-Help Program FY07 Grant Round".
5. Certified copy of affirmative **Town Meeting vote** or **City Council Order**, or draft language using the DCS sample vote language.
6. **Conservation Commission information** - Certified copy, by city or town clerk, of date of acceptance of Massachusetts General Laws Chapter 40, Section 8C establishing your municipal conservation commission; and a certified copy, by city or town clerk, of present members of the conservation commission.
7. **Draft Conservation Restriction (CR)** – if your project involves the purchase or conveyance of a CR, please complete a separate CR application and submit a draft restriction along with this application. To obtain a copy of the Conservation Restriction Handbook, visit www.state.ma.us/envir/conservation/restrictions.pdf.
8. **Commonwealth Capital Application** – submit copy of cover letter to confirm that your community has applied for this rating, or a copy of OCD's response and your score, if available. The Commonwealth Capital application, as well as additional guidance documents and information about the Commonwealth Capital Program, is available on Commonwealth Development's website at: <http://www.mass.gov/ocd/comcap.htm>.
9. **Other State Agency Review** – All applicants should request comments on their projects from the Massachusetts Natural Heritage and Endangered Species Program (MNHESP at www.state.ma.us/dfwele/dfw/nhesp/heritage), and the Massachusetts Historical Commission (MHC at www.state.ma.us/sec/mhc).

If selected, the Respondent will be required to execute the following forms in order to complete a contract:

- Self-Help Project Agreement (available online at www.mass.gov/envir/dcs).
- Commonwealth Standard Contract
- Commonwealth Standard Terms & Conditions
- Contractor Authorized Signatory Listing

Applicants are encouraged to review these forms prior to submission of an Application. With the exception of the Self-Help Project Agreement available online at www.mass.gov/envir/dcs, all other forms are available at: <http://www.mass.gov/osd>.